

**NOTICE TO REAL ESTATE  
ACQUISITION/RELOCATION SERVICES FIRMS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

July 20, 2016

The City of Knoxville, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a consultant firm for the performance of right of way acquisition, relocation, and related services for the Sevier Avenue Corridor Improvement Project. The services may include all or parts of the following: Right of Way Acquisition, Relocation Assistance and Property Management.

The City of Knoxville will require interested firms to be pre-qualified to provide right of way acquisition, relocation, and related services for the Tennessee Department of Transportation (TDOT). The City will require six (6) copies of TDOT prequalification form DOT-CS-100 and DOT-CS-200 be completed and submitted with the letter of interest. The TDOT Form DOT-CS-100 and DOT-CS-200 may be found on the internet at [www.tn.gov/tdot/article/consultantinfo-forms](http://www.tn.gov/tdot/article/consultantinfo-forms).

*Firms may request consideration by submitting a letter of interest  
and completed TDOT Form DOT-CS-100 and DOT-CS-200 to:*

**City of Knoxville  
Office of the Purchasing Agent  
City County Building, Suite 667-674  
400 Main Street  
Knoxville, Tennessee 37902**

Letters of interest shall indicate the anticipated scope of services to be completed by subcontractors. The sub-consultant shall be one that is **pre-qualified by TDOT** to perform the specific tasks required. **All letters of interest must be received on or before 11:00:00 a.m. (Eastern Time), Tuesday, August 9, 2016.** Late submissions will not be considered.

For additional details regarding this project, please visit the Purchasing Division's website at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing) under "Sealed Submissions."

Questions must be directed in writing to Janice McClelland, Assistant Purchasing Agent, by letter, fax (865-215-2277) or e-mail ([jmcclelland@knoxvilletn.gov](mailto:jmcclelland@knoxvilletn.gov)) no later than close of business on August 2, 2016.

The factors that will be considered in evaluation of proposals are:

- a) Past experience in the required disciplines with the City of Knoxville, TDOT and other clients.
- b) Qualification, expertise, and availability of staff.
- c) Demonstrated ability to meet schedules and perform work efficiently without compromising TDOT's Right-of-Way Manual or the Uniform Act.

- d) Evaluations on prior projects, if available.
- e) Amount of work currently under contract with the City of Knoxville.
- f) Other applicable factors.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority and/or women-owned firms are encouraged to respond to all advertisements by the City. For more information on DBE certification, please contact the TDOT Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: [www.tngov/tdot/topic/small-business](http://www.tngov/tdot/topic/small-business).

## **GENERAL INFORMATION**

### **Background**

The Sevier Avenue Corridor Improvement project involves the roadway extensions of Barber and Foggy Bottom (formerly Lincoln Street) streets, and improvements to existing Sevier Avenue from Davenport Road to Island Home Avenue to support the new Suttree Landing Park. This project is intended to meet the goals and objectives and stimulate implementation of key projects outlined in the Knoxville South Waterfront Vision Plan and Action Plan, which is a 20-year revitalization strategy adopted by City Council in 2006. Suttree Landing Park and its associated street network is a significant public improvement project that will aid South Waterfront redevelopment efforts. The project is included in the Knoxville Transportation Planning Organization's Transportation Improvement Plan.

In order to complete this project, the City of Knoxville will need to acquire right of way, construction easements, and permanent drainage easements from approximately fifty-five parcels along the corridor. This will allow for the roadway improvements in addition to streetscapes improvements which will include sidewalks and the addition of bicycle lanes. These procedures will require the preparation of a market study, appraisals, and appraisal reviews.

For these purposes, the City plans to contract for appraisal and related services.

### **Requirements of Consultant**

The City of Knoxville will require interested firms/individuals to be pre-qualified to provide real estate appraisal services for the Tennessee Department of Transportation (TDOT). All Acquisition/Relocation Service Firms must be on the current TDOT list of pre-approved acquisition/relocation consultant firms. The

City will require six (6) copies of TDOT prequalification form DOT-CS-100 and DOT-CS-200 be completed and submitted with the letter of interest. The TDOT Form DOT-CS-100 and DOT-CS-200 may be found on the internet at [www.tn.gov/tdot/article/consultantinfo-forms](http://www.tn.gov/tdot/article/consultantinfo-forms).

Interested firms without internet access may obtain this information by contacting the City of Knoxville Department of Engineering at (865) 215-6100.

The consultant must retain relocation and negotiation personnel with substantial experience in highway right-of-way acquisition, or similar work, in numbers sufficient to accomplish the required work in a timely manner.

The consultant must retain qualified, competent clerical staff to perform required clerical duties and maintain records.

All acquisition and property management services must be in compliance with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs Act (Uniform Act (Part 24 of title 49CFR), the Uniform Standards of Professional Appraisal Practice (USPAP), the TDOT Guidelines for Appraisers, and federal, state and local laws, rules, and regulations.

### **Scope of Service**

The City of Knoxville is seeking professional services from a consultant firm for the performance of right of way acquisition, relocation, and related services for the Sevier Avenue Corridor Improvement Project. The services may include all or parts of the following: Right of Way Acquisition, Relocation Assistance and Property Management.

The City of Knoxville will require interested firms to be pre-qualified to provide right of way acquisition, relocation, and related services for the Tennessee Department of Transportation (TDOT).

The consultant will be required to:

- Perform and coordinate all necessary property acquisition and relocation services with the City of Knoxville Engineering Department and the City of Knoxville Real Estate Manager office.
- Complete all work necessary to have the project ready for certification of the right-of-way by the date specified in the contract.
- Submit weekly progress/status reports to the City's Real Estate Manager, Deputy Director of Redevelopment, and Chief Civil Engineer.
- Maintain accurate parcel files and at the termination of the work on the project, turn over to the City all relocation and negotiation files, appraisal and appraisal review files, and any other pertinent acquisition files,

records or reports. All files shall be documented in accordance with the applicable City, State and Federal requirements. During the work on the project, Consultant shall make all such files available, upon demand, for inspection by the City, State and/or by the Federal Highway Administration, when applicable.

- Make the necessary relocation survey and promptly prepare and submit all required relocation documents in accordance with State and City requirements.
- Provide necessary property management services during the period of Consultant's work. Those property management services include, but are not limited to: private property owner utility adjustment cost estimates, salvage appraisals on improvements being acquired, moving cost determination, including the moving of on premise signs and outdoor advertising devices. The Consultant, when required, will provide the 90 day relocation notice and a 30 day notice to vacate upon receipt of the date of the execution of deed or court possession. The Consultant is not required to perform the following services: removal or demolition of structures, routine maintenance of such as grass cutting, trash removal, etc., security for structures, or rodent control.
- Coordinate all work through the City Real Estate Manager and Chief Civil Engineer or designated representative to include Preliminary Group Inspection (PGI) as related to information on improvements and items to be moved.
- Recommend tracts for condemnation. When the Consultant recommends that a tract should be condemned, the request for condemnation must have the necessary back-up information attached to include the notice to the owner(s) that condemnation is being proposed.
- Prepare and submit plans revision requests to Chief Civil Engineer for any errors in highway plans discovered during the course of the Consultant's contract. Right-of-way and construction plans are subject to change;
- Conduct any public meetings as requested by the City and as required by the City's and State's right-of-way procedures and practices.
- Meet and coordinate with public officials of governmental agencies and civic groups as required or as requested by the City.

**The City of Knoxville shall:**

- Provide a title report on each tract involved.
- Provide any available owner or tenant contact information
- Stake the right of way and easements
- Secure contracts for appraisal reports.
- Provide final, approved project plans to the Consultant as soon as practicable after the Consultant is given notice to proceed.
- Provide copies of the project plans and cross-sections as needed.

- Provide copies of City required acquisition and relocation forms needed by the Consultant
- Provide necessary field engineering in order to complete plans revision requests based on information concerning errors in the plans furnished to the Consultant by landowners or others
- Provide copies of the appraisal, review appraiser's review report or nominal parcel payment.
- Review and approve all relocation computations and payments.